



Rutherford County Department of Social Services Position Vacancy Announcement

INCOME MAINTENANCE Adult Medicaid Unit

POSITION TITLE: INCOME MAINTENANCE CASEWORKER III

Position Number
5310067

Starting Salary
\$33,669

Opening Date
September 12, 2018

Closing Date
Open Until Filled

How to apply?
State applications must be submitted by 5 pm on the closing date to:

Rutherford County DSS

PO Box 242
389 Fairground Road
Spindale, NC 28160
828 287-6283 Phone
828 288-3406 Fax
Attn: Luann Butler
luann.butler@rutherfordcountync.gov

Rutherford County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Rutherford County DSS is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Rutherford County. This service, if required, will take precedence over duties described in this position vacancy announcement.

Position Responsibilities:

The primary responsibility for this position is to function in a lead worker role for all programs in the Adult Medicaid Unit. This position will serve as a backup, if needed, for all programs within the Adult Medicaid policies. This position will also be responsible for second partying applications and reviews.

Knowledge, Skills, and Abilities

Knowledge of:

- ♦ Considerable knowledge of the state NC Fast system
- ♦ Considerable knowledge of the program/areas of assignment
- ♦ Considerable knowledge of the Medicaid policy and NC Fast procedures, specifically Adult Medicaid Policy
- ♦ General knowledge of all agency and community programs and services which could affect the client/applicant
- ♦ Good mathematical reasoning and computational skills.
- ♦ Ability to read, analyze, and interpret rules, regulations, and procedures independently and good training skills
- ♦ Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures
- ♦ Ability to perform caseworker functions within structured time frames

Minimum Education and Experience Requirements

Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Selection Process: The selection process will include a structured interview. Applications will be reviewed; structured interview evaluations will be studied; educational and work experience histories will be considered. After careful evaluation of the above-mentioned criteria, the appointing authority will appoint the applicant, who in the judgment of the appointing authority, is best suited for the position.

Work Against Appointment will be considered. Minimum Education and Experience:

Minimum Training and Experience Requirements - Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.



